

JOB TITLE: Maintenance Director

MT/1

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for planning and directing the operation of the department in the maintenance of county buildings, grounds, and facilities.

MAJOR DUTIES:

- o Plans and directs the work of the department.
- o Supervises, assigns, evaluates and disciplines personnel.
- o Inspects existing facilities and related electrical systems and mechanical equipment; makes arrangements for up-keep, repairs, or improvements.
- o Confers with department and agency heads concerning requirements for proposed construction, repair, and maintenance needs.
- o Prepares department budget; distributes budgeted funds.
- o Plans, directs, and participates in the design, construction, repair, and renovation of buildings, grounds, and utilities; prepares cost estimates for proposed projects; consults with construction groups and contractors.
- o Works with architectural firms, engineers, and contractors prior to, during, and after construction.
- o Prepares specifications and bid packages and acts as contracting officer.
- o Contracts with state Department of Corrections to utilized inmate labor for projects and grounds maintenance.
- o Arranges for storage and disposal of surplus equipment.
- o Manages and trains emergency response/damage assessment teams.
- o Initiates and submits requisitions for purchase orders.
- o Serves on committees.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of public works administration.
- o Knowledge of budgeting principles and practices.
- o Knowledge of department and safety policies and procedures.
- o Knowledge of federal, state, and local laws relevant to department operations.
- o Knowledge of the geography of the county, including road and street names and locations.
- o Knowledge of county and department policies and procedures.
- o Skill in organizing and prioritizing work.
- o Skill in budgeting.
- o Skill in management and supervision.
- o Skill in operating a computer, calculator, facsimile machine, and copier.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department operations.

GUIDELINES: Guidelines include relevant state and federal laws, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied planning, administrative, and supervisory duties. Multiple projects and changing priorities contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the overall operation of the department. Successful performance helps ensure the effective and efficient operation of the department and affects the public image of the county government.

PERSONAL CONTACTS: Contacts are typically with co-workers, other department heads and county employees, elected officials, state agency personnel, other local government personnel, contractors, engineers and architects, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, and justify, defend, and negotiate matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Maintenance Supervisor (1), Central Garage Supervisor (1), Mechanic (1), Recreation Coordinator (1), Senior Maintenance Technician (2), Maintenance Technician (3), Maintenance Worker (1), and Custodian (4).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.